

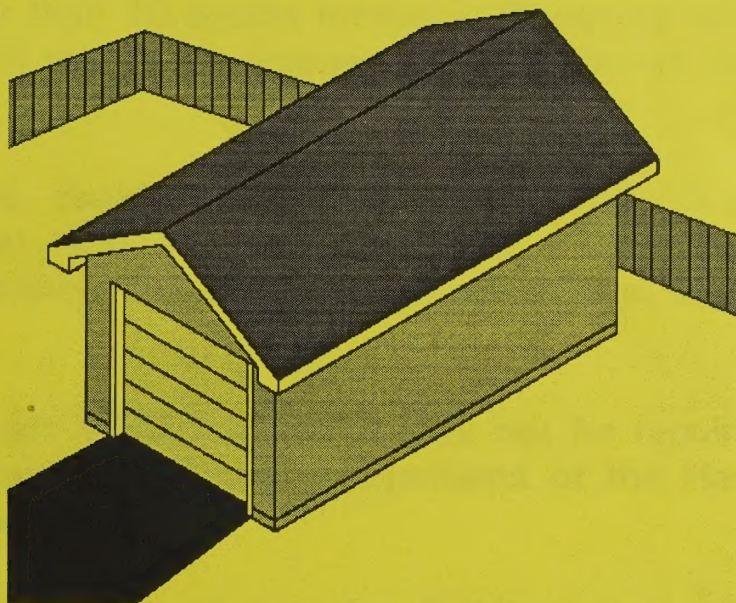
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MUNICIPAL**

GARAGES, CARPORTS AND SHEDS

A HOMEOWNER'S GUIDE



**Building Department
3rd Floor, City Hall
71 Main Street West
Hamilton, Ontario
L8P 4Y5**

**Office Hours:
Monday to Thursday
8:00 a.m. to 6:00 p.m.
Friday
8:00 a.m. to 5:00 p.m.**

General Information: (905) 546-2720

GARAGES, CARPORTS AND SHEDS

A Homeowner's Guide

If you are a homeowner and are planning to construct a garage, carport, or shed, this guide will tell what is required for the building permit application and the zoning regulations governing the construction of these structures.

When is a Building Permit Required?

In general, a building permit is required for the construction of detached structures greater than 10 square metres (108 square feet) and for the construction of all structures proposed to be attached to the principal building.

Detached garages, carports and sheds greater than 10 square metres (108 square feet) require a building permit. Garages and carports attached to the principal dwelling, regardless of size, require a building permit.

NOTE: Although a building permit may not be required, you must still comply with the requirements of the Hamilton Zoning By-Law.

Building permits are issued by the Building Department and are reviewed for compliance with the Ontario Building Code, the Hamilton Zoning By-Law and other applicable provincial and municipal regulations.

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards, and other building standards are met.

Applying for a Building Permit

Applications for building permits are available at the Building Department, located on the 3rd floor of City Hall, 71 Main Street West. A sample of a completed building permit application form is shown in Figures 7 and 8.

With your application you will be required to submit detailed construction drawings and the required building permit fee.

Two (2) copies of all plans must be submitted with an application. All plans must be drawn to scale, fully dimensioned and of professional quality.

NOTE: **Standard construction details for attached and detached garages and carports are available at the Building Department service counter for your use.**

Typically, the following construction plans are required:

- Site Plan: showing the location of all buildings and structures on the property, with dimensions to lot lines and location of easements.
- Foundation Plan: detailing the size and location of footings and foundation walls, and concrete slabs.
- Floor Plan: showing location and sizes of all doors and windows including openings.
- Roof Framing Plan
- Cross Section Plan
- Elevations of all views, dimensioned with size and location of all doors and windows.

Building permits may be applied for by a property owner, or by an agent on behalf of the owner, such as the contractor or designer.

NOTE: It is the homeowner's responsibility to ensure that a building permit is obtained when required.

Please contact our Department in the planning stages of your project to determine the requirements for building permit application, including the current fee schedule.

When the review of your application is complete, you will be notified by letter if there are any outstanding requirements, otherwise, the building permit and a copy of the approved plans will be mailed to you.

Once you receive your permit, please read the approved permit documents thoroughly before commencing construction. The construction of the garage, carport or shed, must be in accordance with the plans and documents issued with your permit.

Several inspections are required during construction to ensure that all work is done in accordance with the approved plans. Contact the Building Inspector before you start your project to find out what inspections are required.

NOTE: It is your responsibility as the owner to ensure that either you or your contractor contacts the City to request an inspection at least 24 hours before work proceeds from one inspection stage to the next.

For inspections call (905) 546-2782 between the hours of 8:00 a.m. and 4:00 p.m., Monday to Friday.

Hamilton Zoning By-Law Requirements

Garages, carports and sheds must be erected in conformance with the Hamilton Zoning By-Law for location, lot coverage, size, and height. The following is a summary of the Zoning By-Law requirements for the construction of garages, carports and sheds.

Detached Accessory Buildings

▪ Location

All detached accessory buildings such as garages, carports and sheds, must be located in the rear yard only. The rear yard is defined as the area between the principal dwelling and the rear property line, extending from side property line to side property line. Detached accessory buildings are not permitted in the front or side yards.

▪ Interior Lots

All detached accessory buildings, located on interior lots, must be at least 0.45 metres, or approximately, 18 inches, from the rear and side property lines, measured from the outside of the exterior wall of the structure. Eaves and gutters are permitted to project further, but must be at least 0.225 metres, or 8.86 inches, from the rear and side property lines. See Figure 1.

NOTE: The Ontario Building Code requires that a detached wood-framed accessory building must be at least two (2) feet from a property line or a layer of ½" drywall shall be applied to the interior side of the wall.

▪ Corner Lots

All detached accessory buildings, located on corner lots, must be located as shown in Figures 2 to 5.

▪ Maximum Height

The maximum height of all detached accessory buildings such as garages, carports and sheds, is 4.0 metres (13.12 feet), measured from finished ground level to the highest point of the roof.

▪ Maximum Size

The size of all detached garages, carports and sheds must not exceed 30% of your required rear yard, up to a maximum of 720 sq. feet. You may contact our Customer Service Representatives to determine the required rear yard for your property. See Figure 8.

NOTE: Not more than 50% of the area of the rear yard shall be used for an above ground swimming pool or combined accessory building coverage.

Attached Garages and Carports

A garage or carport may be attached to the house provided all height, and setback requirements of your particular zoning district are met. You may contact our Customer Service Representatives to determine the minimum required building setbacks and height restrictions for your property.

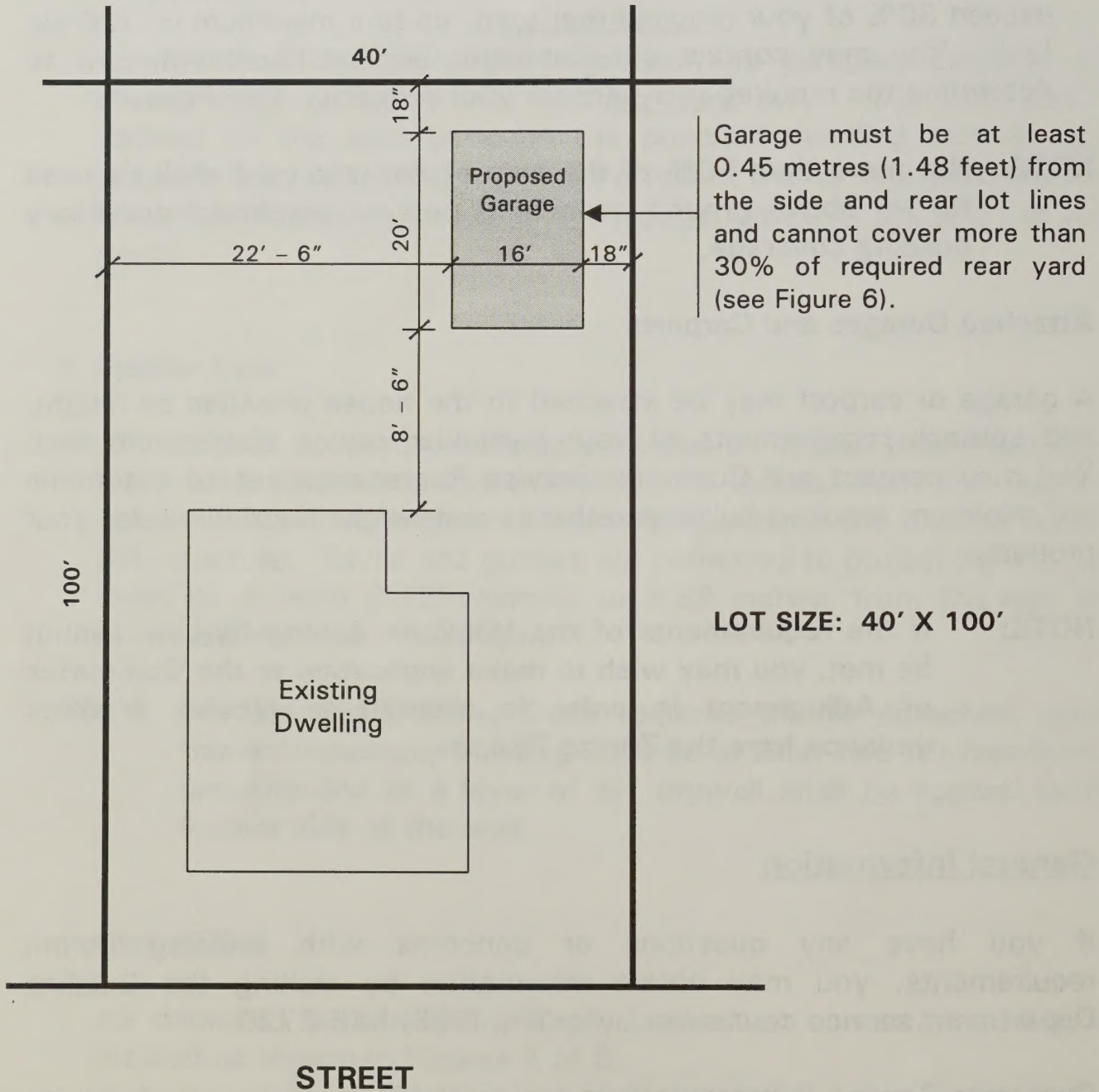
NOTE: If the requirements of the Hamilton Zoning By-Law cannot be met, you may wish to make application to the Committee of Adjustment in order to attempt to receive a minor variance from the Zoning By-Law.

General Information

If you have any questions or concerns with building permit requirements, you may obtain information by visiting the Building Department service counter or by calling (905) 546-2720.

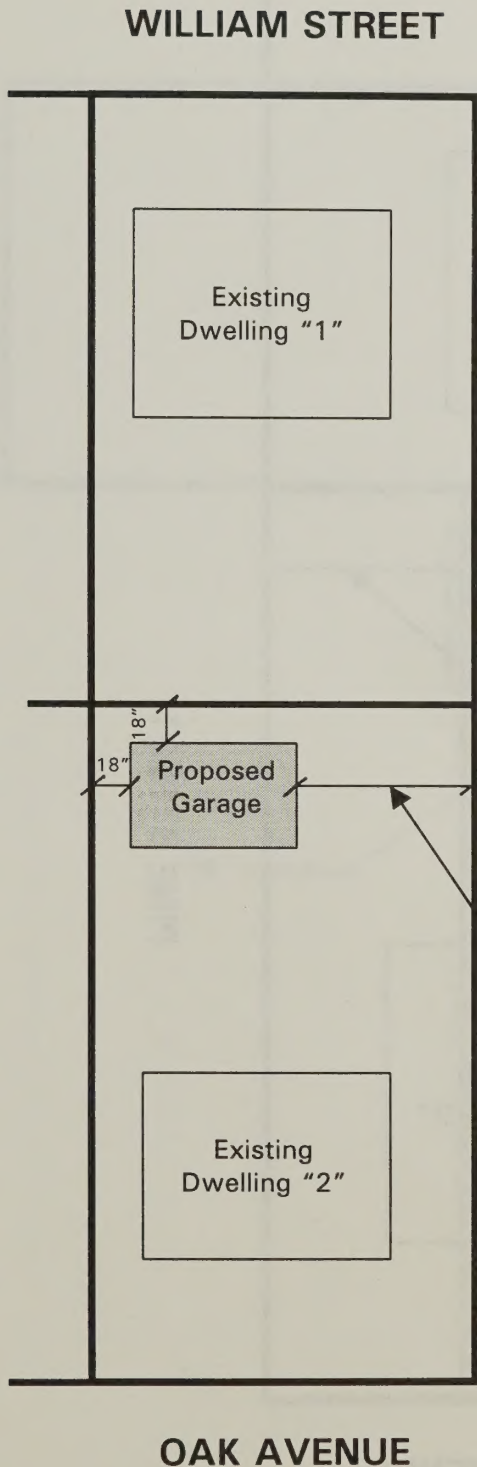
Customer Service Representatives are available to assist you between 8:00 a.m. and 6:00 p.m. Monday to Thursday, and between 8:00 a.m. and 5:00 p.m. on Friday.

Figure 1



SAMPLE PLOT PLAN FOR A PRIVATE GARAGE
(INTERIOR LOT)

Figure 2



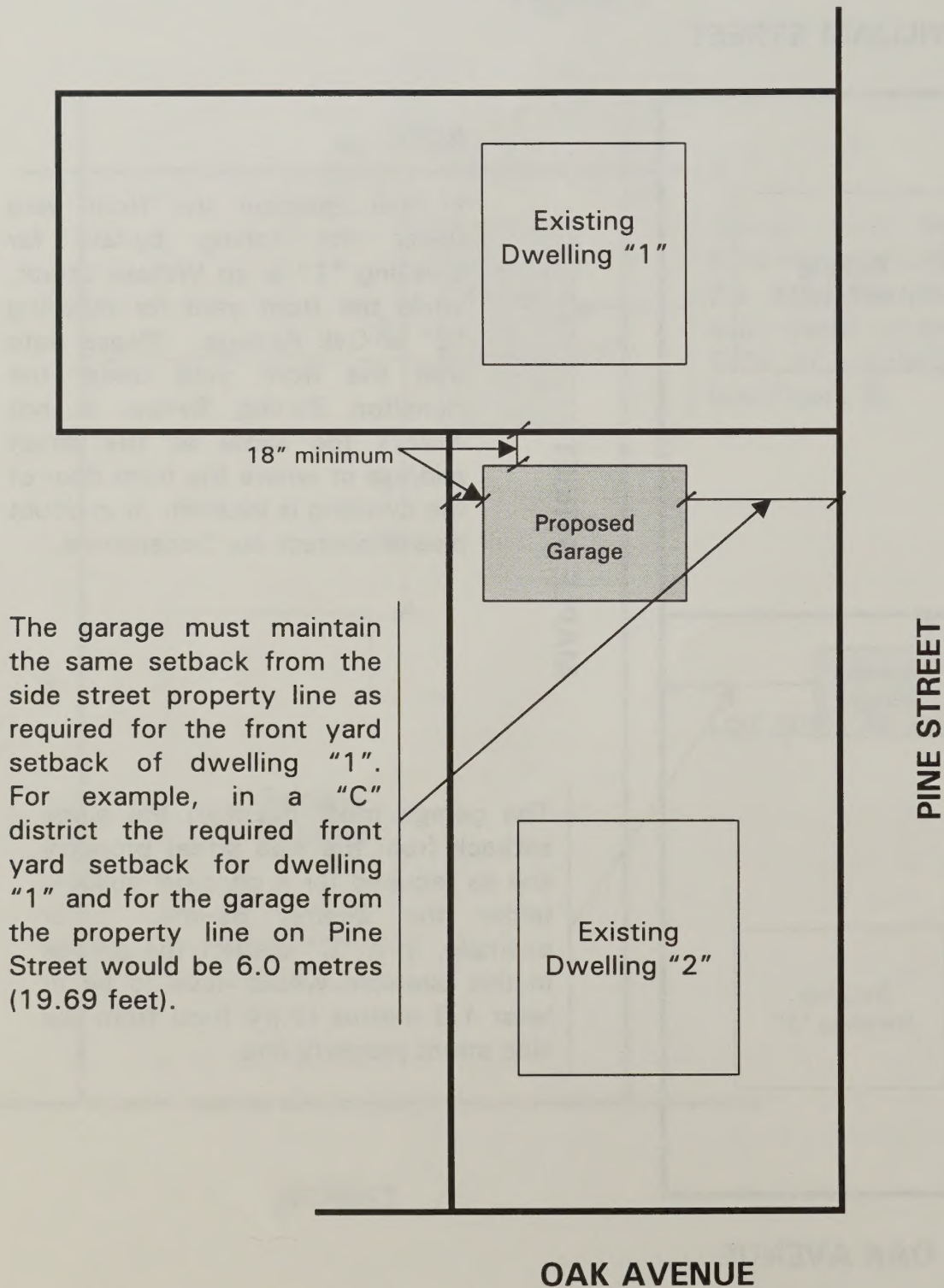
NOTE:

In this example the front yard under the zoning by-law for dwelling "1" is on William Street, while the front yard for dwelling "2" is Oak Avenue. Please note that the front yard under the Hamilton Zoning By-law is not always the same as the street address or where the front door of the dwelling is located. If in doubt please contact our Department.

The garage must maintain the same setback from the side street property line as required for a principal building under the Zoning By-law. For example, in a "C" district the garage in this example would have to be at least 1.2 metres (3.94 feet) from the side street property line.

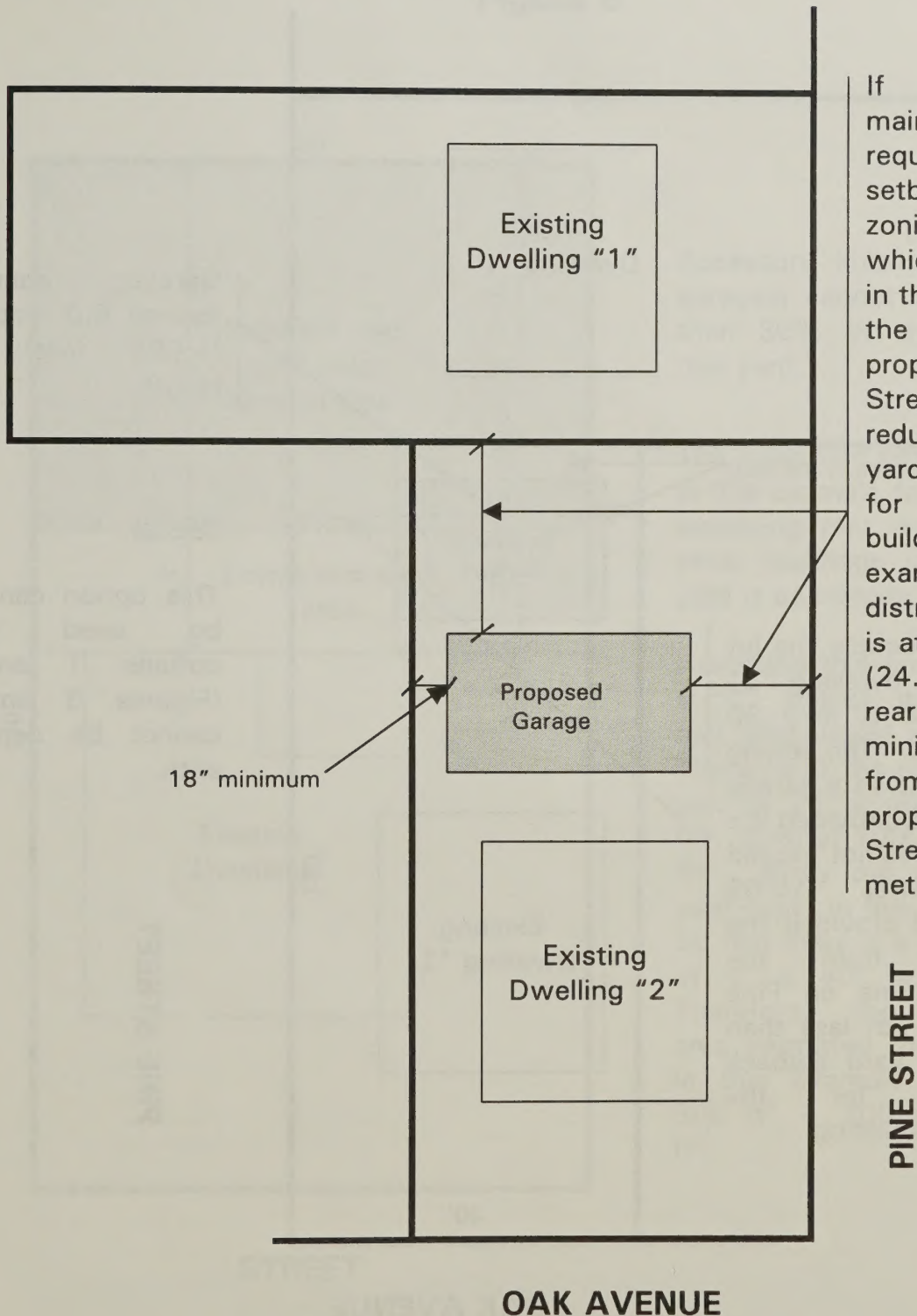
SAMPLE PLOT PLAN FOR A PRIVATE GARAGE
(CORNER LOT – BACK TO BACK LOTS)

Figure 3



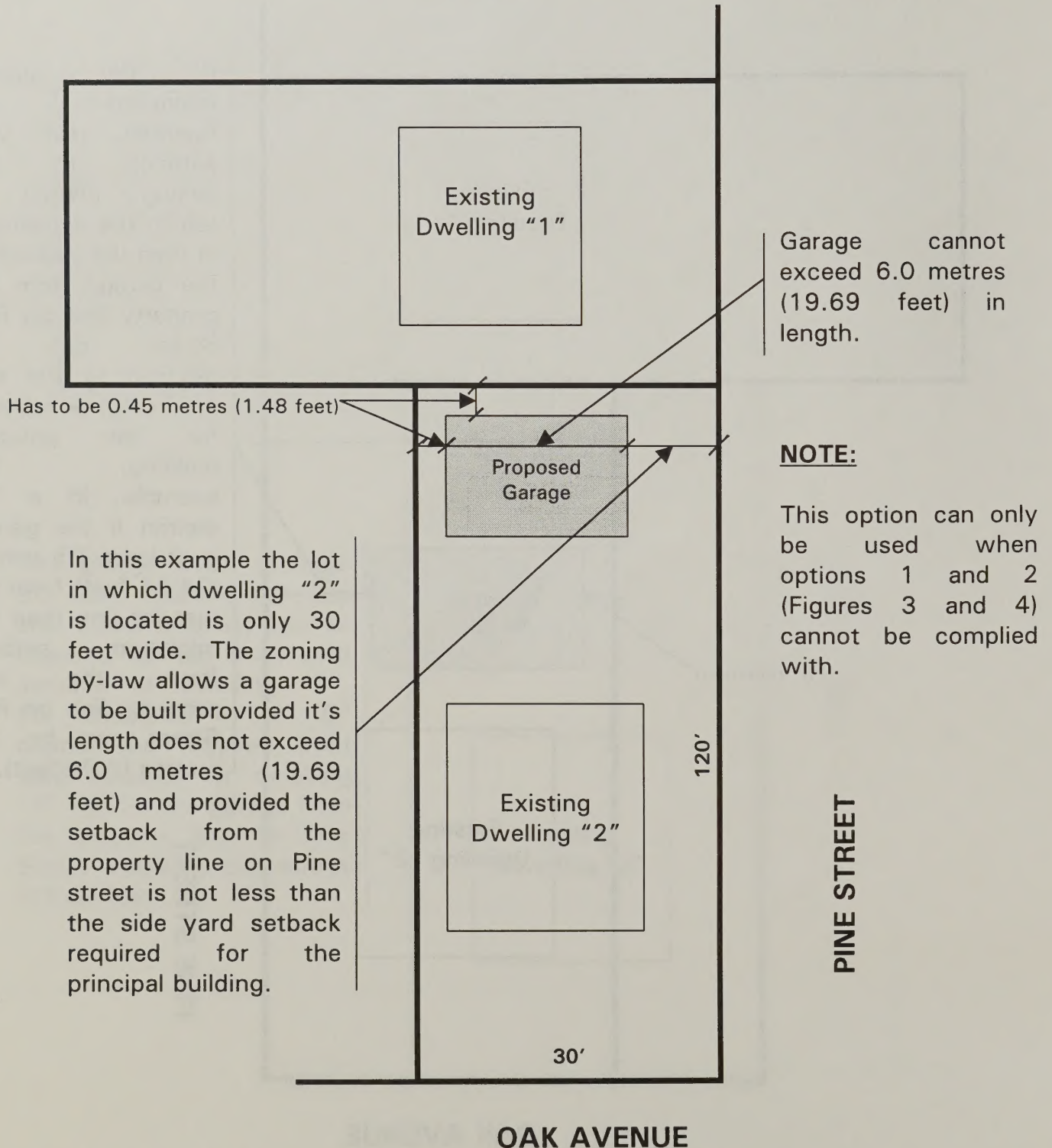
SAMPLE PLOT PLAN FOR A PRIVATE GARAGE
(CORNER LOT – ADJOINING DWELLING FACING SIDE STREET)
OPTION 1

Figure 4



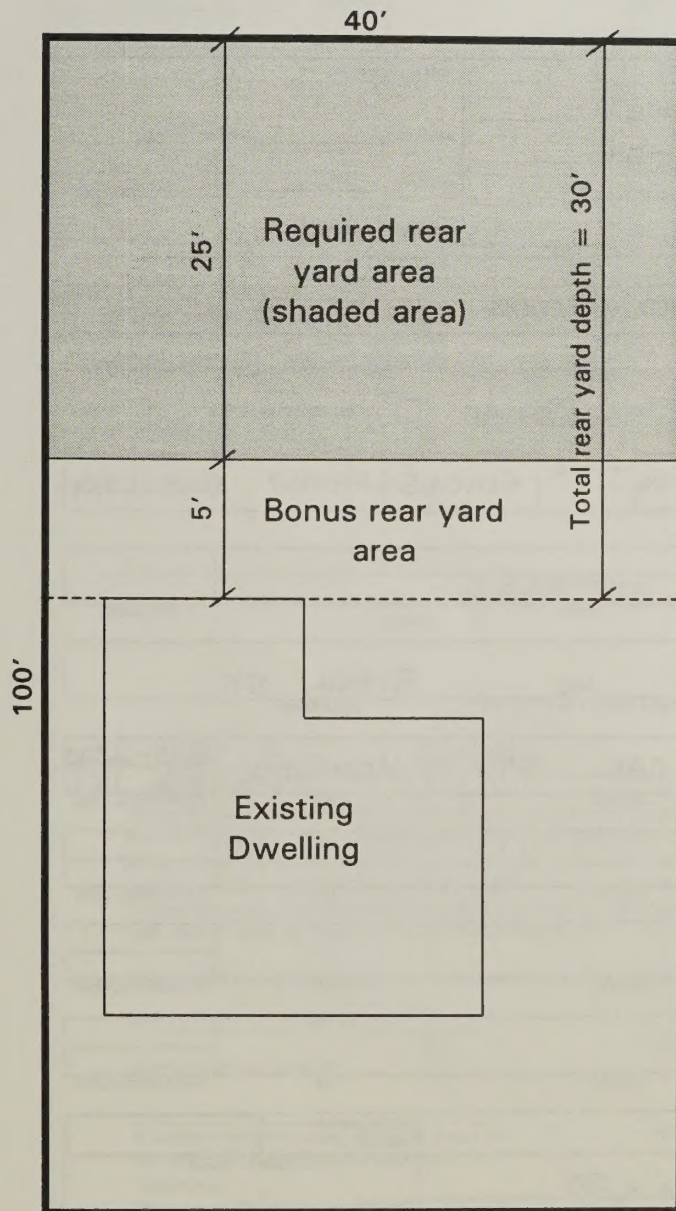
SAMPLE PLOT PLAN FOR A PRIVATE GARAGE
(CORNER LOT – ADJOINING DWELLING FACING SIDE STREET)
OPTION 2

Figure 5



SAMPLE PLOT PLAN FOR A PRIVATE GARAGE
(CORNER LOT – ADJOINING DWELLING FACING SIDE STREET)
OPTION 3 – NARROW LOT

Figure 6



Accessory buildings (sheds, garages) cannot cover more than 30% of the required rear yard.

The maximum size permitted in this example for a garage, assuming that there are no other buildings in the rear yard is as follows:

Assuming this property is in a "C" district the required rear yard would be 25 feet. The area of the required rear yard is $25' \times 40' = 1000 \text{ ft}^2$. 30% of 1000 ft^2 is 300 ft^2 . Since the actual rear yard depth in this example is 30 feet there is a bonus area of $5' \times 40' = 200 \text{ ft}^2$. Therefore, the maximum area permitted for a garage in this example would be $300 \text{ ft}^2 + 200 \text{ ft}^2 = 500 \text{ ft}^2$.

STREET

MAXIMUM GARAGE SIZE CALCULATION

Figure 7

ZONE _____ _____ MAP NO. _____	THE CORPORATION OF THE CITY OF HAMILTON DEPARTMENT OF BUILDINGS HAMILTON, ONTARIO FOR OFFICE USE ONLY	TAG NO. _____ SEC. NO. _____ PLAN NO. _____ PERMIT NO. _____
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ESTIMATED COST OF WORK \$ _____ PERMIT FEE \$ _____ CITY DEV. CHARGE ☐ YES ☐ NO REG. DEV. CHARGE ☐ YES ☐ NO 5% LAND DEDICATION ☐ YES ☐ NO	REQUIRED APPROVALS C. OF A. ☐ YES ☐ NO D. A. ☐ YES ☐ NO L.A.C.A.C. ☐ YES ☐ NO LAND DIVISION ☐ YES ☐ NO	PREPAID PERMIT FEE AMOUNT _____ REC'D _____ RECEIPT _____ DATE _____ VISA AUTHORIZATION NO. _____
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APPLICATION FORM				
TO: ☒ ERECT ☐ ALTER ☐ ADD ☐ DEMOLISH ☐ CHANGE OF USE ☐ CONDITIONAL ☐ PRINCIPAL BUILDING ☒ ACCESSORY BUILDING ☐ HVAC ☐ PLUMBING ☐ DRAINAGE/WEeping TILE ☐ SIGN				
PRESENT USE	SINGLE FAMILY DWELLING	PROPOSED USE	SINGLE FAMILY DWELLING	
LOCATION	115 MUNICIPAL NUMBER OAK STREET STREET			
BETWEEN	WILLIAM ST. CROSS STREET AND BIRCH ST. CROSS STREET			
OWNER	PAUL SMITH NAME	115 OAK ST. ADDRESS	HAMILTON CITY	523-2300 18L 1X1 PHONE/POSTAL CODE
TENANT				
CONTRACTOR	OWNER NAME			
DESIGNER				

DESCRIPTION OF WORK	LICENCE/NHWP REG. NO.	COST OF WORK
TO CONSTRUCT A 16' x 20' PRIVATE GARAGE IN REAR YARD.		
	BUILDING	\$ _____
	HVAC	\$ _____
	PLUMBING	\$ _____
	ELECTRICAL	\$ _____
	TOTAL	\$ 6,000 ⁰⁰

APPLICAT.FRM May 1994

SAMPLE APPLICATION FORM FOR A GARAGE
(Front)

Figure 8

PLOT PLAN
Based on an Ontario Land Surveyor's Survey

APPROX. NORTH

Adjacent House if within 100' of lot

Adjacent House if within 100' of lot

FRONT

Street

STATUTORY DECLARATION

I PAUL SMITH of the City of Hamilton, in the Regional Municipality of Hamilton Wentworth solemnly declare that I am (the owner) ~~(the authorized agent of the owner)~~ above-named, that I have a personal knowledge of the particulars above-stated, and that all the information and statements given on this application form and on the drawings and specifications are to the best of my knowledge and belief true, and that I know of no reason why the permit should not be granted to me in pursuance of the said application. And I make this Solemn Declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under oath, and by virtue of "THE CANADA EVIDENCE ACT".

DECLARED before me at the City of Hamilton, in the Regional Municipality of Hamilton Wentworth

this _____ day of _____

in the year of our Lord 19 _____

A commissioner for taking affidavits in and for the Regional Municipality of Hamilton Wentworth.

My commission expires on _____

APPLICANT: _____

SIGNATURE

ADDRESS: 115 OAK ST.

MUNICIPAL NO. _____ STREET

HAMILTON 523-2300

CITY PHONE/POSTAL CODE

PUBLIC RECORD

Personal information contained on this form is collected under the authority of the City of Hamilton By-law 93.167, and amendments thereto, and will be used to ensure compliance with the Building Code Act, R.S.O., 1993. Questions about this collection should be directed to: Building Commissioner, 71 Main Street West, 3rd floor, Hamilton, Ontario, L8N 3T4, (905) 546 2720.

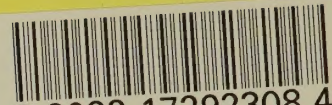
SAMPLE APPLICATION FORM FOR A GARAGE

(Back – Application form is to be signed in front of one of our Customer Service Representatives)

Contacts

- **Locate Service**
Ontario One Call Limited
1-800-400-2255
(905) 709-1717

- **Committee of Adjustment**
71 Main Street West
3rd Floor
Hamilton, Ontario
L8P 4Y5
(905) 546-2720



Produced by the City of Hamilton Building Department
August 1998